

Content Management Committee – Montana Shared Catalog
March 3, 2020 -- Go-to-Meeting online
MINUTES

Call to Order by Jan Dawson, Committee chair

Members present: Cara Orban, Amy Marchwick, Aaron Canen, Rebekah Kamp, Keiley McGregor, Jan Dawson, Victoria Lowe, Beth Boyson, Dave Shearer, Lyndy Parke, Stephan Licitra, Abbi Dooley, Jodie Moore, Paulette Parpart, Carly Delsigne.

Members not present: Jennifer Hossack, Laura Tretter, Alice Ebi

Quorum is present. Appointment of meeting secretary – Beth Boyson

Approval of minutes for 08/23/2109 meeting – Jan calls for corrections, none offered. Motion to approve by Beth Boyson and seconded by Stephan Licitra. Motion passes unanimously.

Chair's Update: Jan Dawson -- The recent departure of MSC's Jemma Hazen, is a sea change for CMC and MSC. The vacant position will be examined by MSC. MSC will consider what they need another system administrator. It is a position that will be filled. The specifics of what that position will be are in flux.

Executive Board Update – Amy reports that the MSC Executive Board is working on outreach and a survey they may conduct annually to check in with members. They have not set the next meeting date. It will be online in April or May, 2020. Jan Dawson will report from CMC at that meeting.

Committee Vacancies

- Academic – Jan reports that the pool of academic members of MSC is not large. She is still seeking one to serve on the CMC.
- Small public - (Brooke Weiss has left her position at Stillwater County Library) Jan will make inquiries at other small public libraries to succeed Brooke, Amy reports the criteria for small library is number of titles and circulation statistics. It is spelled out in the MSC bylaws. Small library is less than 20,000 titles. Jodie reports she is employed at a small public library, but is currently filling the OPAC rep slot on the CMC. Carly also works in a small public library, but it is not THAT small and she also serves in another slot on the CMC, not as the small libraries rep. Jan will check to see which slot might be easiest to fill.
- High School/School District. - Kate Lende's name is placed in nomination for Sheri Postma's seat. Note: questions have arisen about the language in the CMC Procedures concerning membership categories (sec. 2 Membership Overview). Look for posting on the Meeting site of an explanatory document. A complication of filling this position arose: Kate Lende. Kate is from Park County High School; she comes well-recommended by Jemma Hazen and is very agreeable about coming on board as the High School representative. Jennifer Hossack of Missoula could step into school district representative, K-8 grades. Discussion: Do we need to review and revise the procedures and founding language for diversity of positions on the CMC? As qualified applicants demonstrate interest, should we accept them? This would allow the Executive Committee to appoint them and fill the vacancies. How might we avoid the large libraries dominating the voting if representative / diversity is eliminated? Is the requirement for diversity of libraries represented on this committee also to be examined? Is diversity on the committee producing an outcome that is worth the effort to adhere to the quotas? The content management committee and MSC staff agree that by the time of the Fall 2020 MSC membership meeting, this topic could be discussed in person and a sub-committee formed to examine it.
- Jennifer was nominated for the school / district representative seat and the nomination was sent to the Executive Board to approve. Motion made by Dave Shearer, second by Stephan Licitra. Motion passes unanimously. Jan will pass on to Exec Board to approve.

- Large Public: this slot will be vacant come September 2020, because Jan Dawson is retiring in September 2020. Jan will serve through the next CMC and MSC membership meeting. John Finn at Lewis & Clark has suggested James Parrott as a possible replacement in August for the large public library on CMC.

System Update:

- Reclamation project: Amy M. reports that the reclamation project is proceeding. There are many records in the MSC that do not have an OCLC number. A list of those records has been created and an OCLC number will be assigned by MSC. Tests will be conducted to batch add those.
- Amy explains that OCLC executed the reclamation differently than MSC. MSC expected a list of records that did not match up. OCLC added those records to their catalog instead, without detailed indexing. Thank you, Stephan Licitra for opening the ticket that discovered this. MSC staff will continue to negotiate and correct this process and report back to CMC.
- The cleanup for duplicates requires human intervention, making it labor intensive. Paulette reports there are very few duplicates, excepting newly added Lewis & Clark library. Those new records are marked and L&C Library is reviewing them. This is standard procedure for newly added collections. The recommendation is to merge the duplicates for Lewis & Clark. These records can also be merged by designated supercataloger members of the CMC. If a cataloger has reviewed them, and they are in review status, change the review setting in item cat 5 from review to cleared.
- Dave Shearer asks about the manual for the Acquisitions pilot program. Amy reports there is a draft manual, which is nearly ready to be published. He reports there are a lot of DVD records with UPC codes in the 028 field. He hesitates to merge these records. Baker & Taylor is loading these into the MSC, and they should match up, or overlay, not create a new record. MSC staff is working with B&T to clear up this problem.
- New libraries: Great Falls Public Library and ___??_ will join MSC this Fall.

Old Business:

- Cara Orban reports that the OCLC contract is going to expire in June 2020. The MSL published an RFI, request for information, from other vendors who might supply similar types of services. There were no applicants for the interlibrary loan or catalog services. Stephan Licitra worked on this committee. Thank you, Stephan. An entirely new contract will be created, which has not been done in over a decade.
- Jennifer Birnel of Montana Memory Project worked with OCLC for a sole source contract that will last 2-3 years. Cara is seeking input on the tools and level of services we need. E.G. does everyone in MSC need access to full service original cataloging? Perhaps fewer libraries could be designated for that service? Cara asks us to consider what the needs are related to copy cataloging? What changes have we observed? She has statistical reports for each library's use of each service.
- Jodie reports that in a smaller library, such as the one she works in, she does not need original cataloging. Copy cataloging makes a huge difference for them, saving them time and labor. Paulette reports that local publications need to be originally cataloged, and it would be good for CMC to provide that service to small libraries, such as was done with the Montana Treasures project.
- Victoria asks about the group services bill from OCLC. The MSC cost share formula is applied to that for each library; number of holdings, number of patron records, etc. If the contract is streamlined, every libraries bill would be reduced. Who wants to pay for things they don't use? Could there be an opt-in? Since this an opportunity to negotiate with OCLC, everything is on the table. We could batch load records annually, created in Sirsi, then load the batch for that year up to OCLC. Could a service for original cataloging be created, which would allow OCLC to do the work? Roving licenses and shared licenses might be a viable alternative. How does the proliferation of vendor records affect the needs of members?

- Cara Orban was hoping for input by early April on the OCLC contract and she will share the preferred option, agreed to by consensus, with the CMC.
- The RFP for the Overdrive committee will close on March 16 and the RFP committee will begin scoring those applications.
- Intervention letters to libraries consistently failing to meet MSC standards is a delayed project due in part to Jemma Hazen departing MSC. There is only one letter planned. There were four at one time, so this is an improvement.
- Sharing groups committee needs members. Ten people have agreed. Meetings were going to begin in February, unfortunately it is delayed. Hold sheltering and other issues need more information. This would create one partners group.
- Stephan Licitra reports that the Montana Treasures program, sponsored by the MLA Tech Services Interest Group, has ended in February 2020, with the successful completion of several projects.
- Mentoring: no updates needed according to Laura Tretter. References by library staff reaching out for answers to cataloging questions can be entered with a Help Desk ticket. MSC staff will refer them properly. The option to contact mentors directly through Aspen is always available. This eliminated the problem of outdated contact information on the mentor page on the knowledge base.
- Misfits program at MLA has several great instructors and strong attendance.

Subcommittee reports:

- Circ rules committee has not met to date.
- Victoria Lowe and Keiley McGregor report on SCP section 8 reworking, Transferring , Discarding and Deleting Records: Jan Dawson tested the proposed revisions on her husband and he felt the revisions were sufficient for him to be able to manage records. The knowledge base will be revised with these proposed edits. The edits for the procedures will be presented at the next meeting.
- SCP rules for attaching non-fiction: Victoria presents the procedures to put paperback editions on hardcover bibliographic records, much as is done in fiction. Approve by CMC.
- SCP section 3.1.3 reworking attachment rules for Blu-ray/DVD sets. Unfortunately, prioritizing patrons and serving them what they need and want is conflicting with system limitations. Here is hoping the system can better serve us in the future. This will affect section 7.6 about analytics currently suggested for Blu-Ray and DVD: A note will be added to the record, and bibs with multiple formats will be changed. The proposed edits will make hold placing easier. However, they are circulating, that is how they should be cataloged. Analytics are not always entered on every item available for a hold. Unfortunately, using a volume type of analytic will not solve the problem. This creates problems in sharing groups. Thus, if there is a blu-ray / DVD combo pack, the items could be separated and put on two different records, one for the DVD, one for the Blu-ray, or on the record for the combo pack. It is up to each library. If users have to pick a format, that complicates things greatly. Splitting the dvd from the blu-ray produces greater circulation because there are twice the items available. Cataloging them as a type of volume to differentiate the blu-ray or dvd is not foolproof. The system recognizes the first 007 field it 'sees'. This is policy for cataloging and will recommend that 007 field be required for these records. This 007 keys the icon displayed in Enterprise. A combo pack will display as a DVD in most cases, because it keys on the first 007 field and a dvd can be played in a Blu-ray machine. The knowledge base will address how it will look in Enterprise and include screen shots. The SCP will address how to catalog it.

Motion to accept revised 3.1.2 and 3.1.2 made by Paulette Parpart, Abbi Dooley seconds. Motion passes

New business:

- Is original cataloging possible on Sirsi? Amy Marchwick reports that original cataloging is possible on Sirsi. Moving those records to OCLC is where things falter. There are not a lot of these records. Those records are uploaded to

OCLC by MSC regularly. There is a list of excluded items, such as brief titles, equipment and magazines. Amy asks that CMC members supply a list of these records, and tag them in itemcat5 and test the export for a new project. Paulette Parpart is working on a project to upload 7,000 AV records and will work on this with Amy.

- The next sections of the SCP to be edited and made available as procedures in the Knowledge Base are as many parts of Section 3 by Keiley. She will share them with the CMC for edits.
- Jan Dawson wants to discuss the procedure for overlaying records – This is not limited by the system. It is a guarded process. The match points are always searched. The current recommendations are to ask your mentor, or, open a ticket if merged records are requested. CMC decides to keep it as is.

Beth Boyson will serve as the secretary in August of 2020 the next CMC meeting in Helena.

- **Meeting adjourned. (TIME?)**